



EMPLOYMENT OPPORTUNITY

The United States Consulate General seeks applicants for a Management/Human Resources Assistant. The successful candidate will be required to obtain a security clearance and undergo a medical examination.

MAJOR DUTIES AND RESPONSIBILITIES

Incumbent is responsible for performing a wide variety of personnel/management related administrative duties for the Consulate. This includes but is not limited to:

- Responsible for developing, coordinating, and administering policies, regulations, and procedures governing the personnel program and providing a broad spectrum of personnel services to support the entire Mission, including pay and benefits, performance, compensation, and recruitment.
- Provides Management support with real property leasing and coordination.
- Provides consular support when needed.

QUALIFICATIONS REQUIRED

- Completion of University degree in Human Resources, business administration, public administration, liberal arts, and/or sciences.
- Three to five years of progressively responsible experience in two or more of the following areas: human resources management, administrative management (public or private), and/or personnel administration are required.
- Level 4 (Fluent) Speaking/Reading/Writing English is required.
- Excellent computer skills with working knowledge of MS Word, Outlook, PowerPoint, and Excel are required.
- Excellent interpersonal and organizational skills are required.
- Accuracy and attention to detail are critical elements for this position.

WHO MAY APPLY: Applicants must be residing in Curacao and have the required work and/or residency permits.

HOW TO APPLY: Interested candidates for this position should submit the following in order to be considered for the position:

1. Application for Federal Employment (DS-174); or
2. A current résumé or curriculum vitae that provides the same information as the DS-174; plus
3. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

NOTE: Applicants who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.

Application forms must be sent to the Human Resources Office at hrocuracao@state.gov. Please provide a return/mailing address.

A copy of this advertisement and the required application form (DS-174) are posted on the Consulate's website at http://curacao.usconsulate.gov/job_opportunities.html. The deadline for submitting applications is Monday, April 4, 2011. Applications will not be accepted after April 4, 2011.